

**Reminder-III**

No.5/7/2016-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

\*\*\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated the 25<sup>th</sup> May, 2016

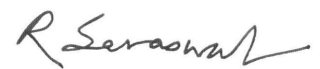
**OFFICE MEMORANDUM**

Subject: Promotion of Section Officers of Central Secretariat Service (CSS) to Grade-I (Under Secretary) on ad-hoc basis – Furnishing of CR dossiers, vigilance clearance, personal information, etc.

-----

The undersigned is directed to refer to this Department's O.M. of even number dated 31.03.2016 and 01.04.2016 and subsequent reminders dated 05.05.2016 and 16.05.2016 on the subject mentioned above (uploaded on web-site [www.persmin.nic.in](http://www.persmin.nic.in) → **DoPT** → **Central Secretariat** → **CSS** → **Promotions** → **Promotion (Ad-hoc)** → **SO to US**), and to say that CR dossiers and other requisite information have not yet been received in respect of large number of officers despite lapse of about two months. It may be appreciated that this Department will be able to prepare a panel of officers for ad-hoc promotion to the grade of Under Secretary only after receipt of complete information in respect of all officers who are zone of consideration. Name of officers whose CR dossiers and other requisite information have not yet been received or partially received are mentioned at the **Annexure**.

2. Ministries/ Departments concerned are therefore, once again requested to furnish complete and upto date CR dossier and other requisite information in respect of the officers (as mentioned in Annexure) in enclosed **Proformae** latest by 31.05.2016.



(Raju Saraswat)

Under Secretary to the Government of India

Tele: 24629412

To

Ministries/Departments concerned

## **List of Ministries/Departments**

1. Under Secretary (Admn.), Ministry of Defence, Sena Bhavan, New Delhi.
2. Under Secretary (Admn.), Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi.
3. Under Secretary (Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
4. Under Secretary (Admn.), Department of Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
5. Under Secretary (Admn.), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.
6. Under Secretary (Admn.), Department of Legal Affairs, Shastri Bhavan, New Delhi.
7. Under Secretary (Admn.), Ministry of Mines, Shastri Bhavan, New Delhi.
8. Under Secretary (Admn.), Niti Aayog, Yojana Bhavan, New Delhi.
9. Under Secretary (Admn.), Ministry of Panchayati Raj, Sardar Patel Bhavan, New Delhi.
10. Under Secretary (Admn.), Department of Personnel & Training, North Block, New Delhi.
11. Under Secretary (Admn.), Department of Revenue, North Block, New Delhi.
12. Under Secretary (Admn.), Ministry of Rural Development, Krishi Bhavan, New Delhi.
13. Under Secretary (Admn.), Department of Telecommunication, Sanchar Bhavan, New Delhi.

**ANNEXURE**

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
1	9362	Surinder Kumar	05/08/1967	SC	Defence	Received	Received	Received	Received	
2	9343	Govindsami Elangovan	06/05/1959	Gen	DONER					
3	9219	P.K. Bandyopadhyaya	22/09/1960	Gen	Health & Family Welfare	Received	Received		Received	
4	9395	Shiela Tirkey	06/03/1971	ST	Industrial Policy & Promotion					
5	9293	Siby Varghese P.	30/12/1962	Gen	Information & Broadcasting					
6	9349	Subodh Kumar Ram	30/11/1969	Gen	Information & Broadcasting					
7	9320	D. Srinivas	18/10/1963	Gen	Legal Affairs					
8	9240	M.S. Sajwan	05/01/1958	Gen	Mines	Received	Received			Received
9	9360	Kul Bhushan Singh	03/10/1971	SC	Mines	Received	Received			Received
10	9218	A.K. Verma	05/01/1957	Gen	Niti Aayog					
11	9348	Subhash Chand Sangwan	08/07/1967	Gen	Panchayati Raj					
12	9373	Abhay Garg	06/07/1961	Gen	Panchayati Raj					
13	9298	Anand Prakash Gupta	12/02/1968	Gen	Personnel & Training					
14	9211	V. Ganesh Kumar	07/11/1965	Gen	Revenue	Received	Received			Received
15	9365	Rajeshwar	07/12/1958	Gen	Revenue	Received	Received			Received
16	9379	Raghunathan T.V.	26/06/1961	Gen	Revenue	Received	Received			Received
17	9185	N. Thyagarajan	07/05/1962	Gen	Rural Development	Received		Received		
18	9201	Dheeraj Kumar Ranjan	20/10/1979	Gen	Rural Development	Received		Received		
19	9317	Ajit Kumar Senapati	26/10/1959	Gen	Rural Development	Received		Received		
20	9375	Usha Gangadharan	11/01/1959	Gen	Rural Development	Received		Received		
21	9392	Pardhan Singh	06/03/1962	SC	Rural Development	Received		Partly Received		
22	9229	Anil Kumar Wahi	24/01/1964	Gen	Telecommunications					
23	9281	Hem Lata	19/12/1962	Gen	Telecommunications					
24	9333	Vinod Kumar	04/05/1966	Gen	Telecommunications					
25	9367	Harpreet Kaur Manchanda	06/11/1961	Gen	Telecommunications					

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate <b>Clear/Not Clear</b> as the case may be. <b>If not clear</b> please provide complete details	Minor/major penalties imposed, if any, since 1.7.2006	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organization (please indicate period of deputation/ date of absorption).
			( This information should also be updated by the nodal officer concerned in the Vigilance module of Web Based Cadre Management System at <b>cscms.nic.in</b> )		Also indicate if resigned, took VRS or expired and date of occurrence of event

\_\_\_\_\_  
(Signature of the officer certifying the above details)

Name, designation: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATE

It is certified that the action as under has been completed in respect of the following officers in the zone of consideration for adhoc promotion:

(i) provisions of DoP&T's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,

(ii) action in terms of DoP&T's OM No. 21011/1/2010-Estt.A dated 13.4.2010 has been completed regarding below benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned. A copy of the decision of the competent authority disposing representation has also been placed in the ACR/APAR dossier of the officer (wherever applicable).

List of officers in the zone of consideration:

Sl.No.	CSL No.	Name	Date of Birth	Remarks if any

Signature: \_\_\_\_\_

Name & Designation of the officer: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Telephone No. \_\_\_\_\_

## PERSONAL INFORMATION

1.	Name	
2.	CSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Personal contact number	
7.	Educational qualification	

8. Experience (including deputation details)

Note: The information furnished here should exactly tally with the information available in the web based cadre management system. If the information in the web based system is not up to date, that should be first corrected through nodal officer/ DoPT before submitting this form. For any guidance in this regard, officers may contact Shri Abhishek Upadhyay, SO, DoPT at Tele: 24629414.

Designation	Ministry/Department (including deputation details)	Period	
		From	To

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

(Signature of the officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(For Admin. Division of Ministry/ Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and up to date.

The officer is clear from vigilance angle.

Signature:  
Name:  
Designation:

Date: \_\_\_\_\_